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19 November 1954

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Weekly Report For The Week Ending 19 November 1954

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1. Projects and Studies in Process

a. Logistics Planning - (continued item)

Listings of items peculiar to CIA and common to CIA and the Department of Defense, previously concurred in by PPC Staff, DD/P, have been dispatched to Senior War Planners of overseas theaters for their use in connection with hot war strategic reserve planning.

b. Joint Committee on Printing Survey - (completed item)

The final meeting of the survey group was held 16 November 1954. The staff of the Joint Committee on Printing has, as a result of these meetings, sufficient information on which to base recommendations to the Committee for the handling of classified printing. So far as CIA is concerned, there will be no change in the handling of classified printing as a result of this survey.

2. Administration

a. Use of Agency Telephones - (continued item)

Meetings have been held with administrative officers of all Agency components for the purpose of emphasizing the need to advise all employees concerning the proper use of official telephones. Copies of two posters have been placed on bulletin boards of all Agency buildings. Two additional posters are scheduled for distribution during the months of December and January.

3. Supply Division

a. Washington Depot - (continued item)

A physical inventory of ordnance material has been completed.

b. Building Supply Rooms, Hours of Operation - (new and completed item)

Revised hours during which supplies may be obtained from building supply rooms were placed into effect 15 November 1954.

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This revision will assist materially in improving reordering and restocking operations of the Headquarters supply rooms.

4. Transportation Division

a. Sensitive Shipments - (continued item)

25X1C15a



25X1A6a



5. Procurement Division

a. Offset Proof Press - (new and completed item)

An order has been placed for the offset proof press approved by the DD/A for use in the Technical Services Staff, DD/P. Delivery is scheduled on or before 18 January 1955.

25X1C10b

b. Malfunctions - (continued item)

25X1C10b

Arrangements have been completed with range officials of an ordnance testing station to conduct tests guns, using replacement parts received from a [REDACTED]. It is estimated that approximately one week will be required to conduct these tests.

25X1A6a

6. Real Estate and Construction Division

a. Construction - (continued item)

A request has been received from the Office of Communications to increase Commo quarters facilities presently planned by four two-bedroom quarters and one three-bedroom quarters, making a total of 22 quarters to be constructed, provided the \$1,500,000 available for all Commo construction is not exceeded.

25X1A9a

JAMES A. GARRISON
Chief of Logistics

IO/TR&P/GAS:hhl (19 November 1954)

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